



JOB POSTING

Job Title	Reports to	Location
Monitor – Brady Center	Brady Center Assistant Director	Louisville
Employment Status	FLSA Status	
<input checked="" type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt	

POSITION SUMMARY

Monitors provide 24-hour supervision of the Brady Center and its clients. Monitors are expected to hold residents accountable to the facility guidelines and are first responders to any incident that requires medical attention or law enforcement that takes place on The Healing Place property. Proper documentation of all responsibilities of this position is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential functions include but are not limited to the following:

- Provide supervision of The Brady Center and its residents
- Perform hourly rounds throughout the entire facility; ensure client and staff safety
- Ensure accountability of clients to the facility policies guidelines
- Observe and document any client behavior not adhering to facility guidelines
- Perform client admissions and assess appropriate housing needs of new arrivals to the facility
- Properly document any discharges from the facility
- Provide operational services of Monitors Office (Parole Plan, Resident Verification, etc.)
- Respond to any medical situation that occurs within the facility
- Manage client caseloads (verify employment, supervise client movement)
- Make medications available to clients in a responsible fashion and properly document
- Ensure the facility and grounds are kept clean and orderly and in a sanitary condition
- Facilitate contraband searches of clients and their rooms
- Facilitate and document drug screening of clients
- Enforce policies and procedures of the facility

SKILLS

- Strong interpersonal skills, with the ability to resolve conflict
- Organized, with good time management skills
- Self-motivated
- Ability to communicate effectively, both verbally and in writing

QUALIFICATIONS / REQUIREMENTS

- Must be able to achieve CPR certification
- Must be able to navigate stairs and spend majority of workday on your feet (walking, standing)
- Must have or be able to learn and apply basic computer skills, including Microsoft products such as Excel, Word and Outlook

The Healing Place is an equal opportunity employer, M/F/D/V.

If interested, please submit your application online at <https://www.thehealingplace.org/jobs/> or visit www.TheHealingPlace.org and click About Us / Job Opportunities.